

McChord Officers' Spouses' Club
McChord AFB, Washington
Cash Disbursement Voucher



Please fill this form out completely, attach all receipts, and sign before submitting.

Submitted By _____ **Date** _____

Type of Disbursement and Amount Requested

Reimbursement \$ _____ Welfare \$ _____ Advance \$ _____

Reason for Disbursement (Include item description(s), attach all receipts) _____

Account(s) Charged (Please write the amount for each category on the line):

SOCIAL:

_____ Activities Coffee	_____ Board Mtgs: Meals & Beverages
_____ Childcare	_____ Programs/Social
_____ Gifts: Board Members	_____ Publicity/Historian
_____ Gifts: Honorary/Advisors	_____ President's Fund
_____ Gifts: President	_____ Sunshine
_____ Mailing	_____ Supplies
_____ Membership & Roster	_____ Telephone
_____ Newsletter	_____ Ways & Means
_____ Nominating	_____ Welcome/Farewell Members
	_____ OTHER

WELFARE:

_____ Budgeted Disbursements	_____ OSMA Dinner Expenses
_____ Auction: Postage	_____ Auction: Catalog
_____ Auction: Baskets	_____ Auction: Supplies
_____ Non-budgeted disbursements	_____ OSMA Expenses
_____ OSMA Scholarship (Recipient	Name) _____

Check Payable to (if other than submitter) _____

Address (if check is to be mailed) _____

Signature of Submitter _____

(Do not write below this line – For Treasurer's Use Only)

Date Paid	Check #	Amount Paid	CD Voucher #	Cash or Receipt Amount Returned (Advances Only)	Date Returned (Advances Only)	Initials
		\$		\$		